

United States Department of the Interior

BUREAU OF LAND MANAGEMENT

Nevada State Office
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IN REPLY REFER TO:
8370 (NV-930) P

EMS TRANSMISSION 10-5-2000
Instruction Memorandum No. NV-2001-004
Expires: 9/30/2002

To: Field Managers, Nevada

From: Deputy State Director, Natural Resources, Lands & Planning

Subject: Fiscal Year 2000 Recreation Fee Demonstration Project Report to Congress DD: 10/27/00
DD: 11/22/00

In order to prepare the Secretary's annual Recreation Fee Demonstration Report to Congress, Nevada field offices are required to submit the data necessary to compile the report. The reporting guidelines outlined in this memorandum will establish a consistent format for reporting the data to Washington. Legislative language identifies the specific information that the BLM is required to submit for this report.

Attachment 1 explains the reporting requirements and the rationale for providing this information. Attachment 2 includes the required reporting forms. These forms were developed by an interagency team to ensure consistent data reporting. To comply with the reporting requirements, please provide the information needed to complete the spreadsheets and tables found in Attachment 2. Attachment 3 provides instructions for completing the required narrative on reporting our fee demonstration accomplishments for FY 2000.

Send your accomplishments narrative, spreadsheets, and tables to Margaret Wolf, State Recreation Program Lead (NV-930). Margaret will consolidate the field office reports and forward them to the Washington Office. The due dates are very important, because the results must be analyzed for national implications, and combined with other agency results to produce a joint report to Congress by January 31, 2001. To meet the report deadline, please submit the narrative on your fee demonstration accomplishments on or before October 27, 2000. Submit the spreadsheets and tables on or before November 22, 2000.

If you have any questions, please contact Margaret Wolf at (775) 861-6628.

Signed By;
Terry Woosely
Actg DSD, NRL&P

Authenticated By:
Debbie Spitale
Staff Assistant

3 Attachments

1. Guidance to Managers on Reporting Costs, Revenues, Visitation, Infrastructure and Accomplishments Associated with the Fee Demonstration Program (3 pp)
2. Spreadsheet 1-4 and Tables 1-3 (7 pp)
3. Accomplishments (1 p)

Guidance to Managers on Reporting Costs, Revenues, Visitation, Infrastructure and Accomplishments Associated with the Fee Demonstration Program

Congress authorized the Recreational Fee Demonstration Program in Section 315 of Public Law 104-134. Four agencies were mandated to implement the Recreational Fee Demonstration Program —National Park Service, Bureau of Land Management, Fish and Wildlife Service, and the U.S. Forest Service.

Conference Report language directs the agencies to evaluate the pilot demonstrations and to prepare a report to Congress on the results of the evaluation experiences of implementing the pilot fee program.

Each agency has participated in an evaluation process to measure public reactions to the fee program, internally or through an outside contract. From each project manager we need data related to visitation, revenues, costs, and accomplishments associated with the demonstration fee program from your projects.

Management information needed for the evaluation is specified below. Similar information is being obtained from each of the four agencies involved in the Recreational Fee Demonstration Program. Since the information should be as comparable as possible across the four agencies, we are providing guidance to help you consistently report the management information.

It is your responsibility as the manager of a fee demonstration unit or project to make certain that these data are collected, that they are accurate, and that they are consistent with the instructions.

In order to compare results of the demonstration project with results prior to the initiation of the fee demonstration project there is also a request for some historical data. Do your best to complete the tables so that all four agencies can combine the data to make comparisons.

The following types of data must be collected and reported by all units or projects, from all four agencies, participating in the fee demonstration program. The following items numbered 1 - 7 refer to Attachment # 2 and item number 8 refers to Attachment # 3, Accomplishments. If a particular section of any form does not apply to your project please indicate by entering NA.

1. Fee Revenues (Spreadsheet # 1)

Each fee demonstration unit or project must report its fee revenues by project name and project code. The revenue amounts reported should be based on the fiscal year treasury account report. Thus, some revenues at the end of the year will be reported for the year in which they are deposited and recorded in the system, not the year they are actually collected. The following data are required for each of the demonstration pilot projects:

- Total amount of fees collected, at the project site, during fiscal year 2000.
- Estimate Fiscal Year 2001's revenues.

2. Visitation (Spreadsheet #2)

Visitation data is needed to determine the extent to which a change in fees impacts and affects visitation to a site, as well as to assess the potential for fee revenues from visitors and users. Most of you already collect data on the total number of visitors to your unit. The following data are required:

- Total number of visitors to the unit during each Fiscal Year from 1996 through 2000.

3. Cost of Collecting Fees (Spreadsheet # 3)

Information on cost of fee collection is essential for calculating *net* revenues, or the cost-effectiveness of the fee program. This includes *all costs that can reasonably be attributed to the activity of collecting fees* from the public for entrance into, or for use of, your unit or project during the year. The following data are required:

- Total direct and indirect fee collection costs separated into capital costs and operating costs. These costs should then be totaled and then indicate the costs as a percent of fee revenue (excluding general overhead costs).
- Program Elements: those shown are for the FY2001 report to Congress. They are here for your information only this year.

There are no standard methods used by all agencies to estimate the cost of fee collection. We recommend the cost categories that are used by the National Park Service, which are summarized below. You need only to report a total annual figure of collection costs for your unit, even though for calculation purposes you may tally each of these categories separately.

- Salaries and benefits (on a pro-rata basis for individuals with other duties in addition to fee collection activities).
- Utilities charges (e.g., electric, gas, phone) for fee collection facilities.
- Costs associated with fee collection training.
- Maintenance costs (e.g., janitorial or repairs) associated with fee collection activities, facilities, or equipment.
- Communication items (e.g., radios, phones) needed for fee collection.
- Other costs associated with fee collections (e.g., bank contracts, armored car services, money orders, printing park specific passes).
- Fee demonstration project-specific law enforcement.

4. Expenditures of Fee Revenues (Spreadsheet # 4)

Each fee demonstration unit or project must report its expenditure of fee revenues by project name and project code. Program Elements shown are for the FY2001 report to Congress. They are here for your information only this year. The following data are required for each of the demonstration pilot projects:

- Fill in the columns using the total FY 2000 expenditures of fee collections for each category for the entire project.

5. Description of the Backlog Maintenance Projects (Table # 1)

Next, list your top five (5) priority deferred maintenance (backlog) projects for the fee demonstration project.

- Indicate the estimate of the total project cost, total funds expended through FY 2000, and expected completion year of backlog projects.

6. Description of Enhancement Projects (Table # 2)

List and describe any enhancement projects for the site, added services, or other key areas of public service where fee demonstration funds were expended on a particular fee demonstration project.

- ▶ Indicate total project cost, funds spent through FY 2000, and the year you expect to complete the project.

7. Summary Data for BLM Fee Demonstration Projects, Fiscal Year 2000 (Table # 3)

Summarize the data from your individual projects onto this table by project and include the project number.

8. Accomplishments: Narrative, due October 27, 2000
(Reference Attachment # 3)

Attachment 2

BUREAU OF LAND MANAGEMENT
Revenues
Spreadsheet # 1

Name of Project & Project Number	Fiscal Year Began	GROSS REVENUES BY FISCAL YEAR, \$\$\$	
		2000	2001 (estimate)
Total for the State			

BUREAU OF LAND MANAGEMENT

Visitation

Spreadsheet # 2

Name of Project & Project Number	Fiscal Year Began	VISITATION BY FISCAL YEAR				
		1996	1997	1998	1999	2000
Total for the State						

BUREAU OF LAND MANAGEMENT
Cost of Fee Collection
Spreadsheet # 3

Name of Project & Project Number	TOTAL COST OF COLLECTING FEES \$\$\$ (PE-EA,EB,FH)				
	Fiscal Year 2000				
	Fee Revenues	Capital Costs	Operating Costs	Total Costs	As % of Fee Revenue
Total for the State					

*PE: Are shown for FY 2001. They will be used for the FY2001 report to Congress.

BUREAU OF LAND MANAGEMENT
Expenditures of Fee Revenues
Spreadsheet # 4

Name of Project & Project Number	FY Began	Expenditures of fee revenues by Category, FY 2000 (\$\$\$)				
		Deferred Maint. *PE-HA	New Construction, Enhancements, Health & Safety, Nat. Res. Preservation, Annual Maintenance, & Operations *PE-HB,HC	Visitor Services, *PE-AA	Interp- retation *PE-AL	Law Enforcement *PE-AA, NH, NL, NO
Total for the State						

* PE: Are shown for FY 2001 for your information only.
They will be used for the FY 2001 report to Congress.

TABLE # 1

DESCRIPTION OF THE BACKLOG MAINTENANCE PROJECTS Estimated Total Project Costs = ETPC	Funds Expended Through FY 1999	Funds Expended Through FY 2000	Fiscal Year Completion Expected
Priority 1: Estimated Total Project Cost: \$ _____	\$		
Priority 2: Estimated Total Project Cost: \$ _____	\$		
Priority 3: Estimated Total Project Cost: \$ _____	\$		
Priority 4: Estimated Total Project Cost: \$ _____	\$		
Priority 5: Estimated Total Project Cost: \$ _____	\$		

In addition, please list and describe any enhancements, added services or other key areas of public service in which Fee Demo. Funds were expended on this local fee demo. Project. Include amount of fee Demo. Funds spent during the FY and an estimate of future funding

requirements.

TABLE # 2

Description of the Project:	Funds Expended Thru FY 1999	Funds Expended Thru FY 2000	Fiscal Year Completion Expected
Enhancements #1 Estimated Total Project Cost: \$ _____	\$		
Enhancements #2 Estimated Total Project Cost: \$ _____	\$		
Enhancements #3 Estimated Total Project Cost: \$ _____	\$		
Enhancement #4 Estimated Total Project Cost: \$ _____	\$		
Enhancements #5 Estimated Total Project Cost: \$ _____	\$		

Summary Data for Bureau of Land Management Fee Demonstration Projects

Fiscal Year 2000

Table # 3

[illegible]

Attachment 3

Accomplishments

Congress has given us an opportunity to share our positive experiences and accomplishments. They are very close in developing permanent fee legislation. We need to let them know of the great success this program has been to the BLM by sharing with them our best and greatest accomplishments.

Each site manager needs to report on one or two of their most successful situations using the fees that you have collected. Be specific! Consider: how, what, when, where, why, who, and answer “what” has changed, as you do this. This section is going to be the first section of the report for Fiscal Year 2000. This will be the most valuable section for Congress to review as they prepare final legislation. You have completed many great projects, let's share them with Congress. All you need is a short paragraph on each of the two accomplishments that you report.

Also report on how you are accountable to the public. How do you report back to them about the collection and expenditures of the fee revenues. Be specific, just a couple of sentences or short paragraph is all that is needed.